

# TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

## REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROPRIATE
QSS Group, Inc.	NAS5- TASK NO. AMENDMENT 99124 358	460-839-32-06-89	00

TASK TITLE: (NTE 80 characters; include Project name)

### SEC Instrument Engineering Services

APPROVALS: (Type or print name and sign)				
ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)	DATE	ORG CODE	MAIL CODE	PHONE
Abigail D. Harper <i>Abigail Harper</i>	8-30-00	460	460	301-286-5897
BRANCH HEAD	DATE	CODE		PHONE
Gilberto Colon <i>Gilberto Colon</i>	8-30-00	460		301-286-2113
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)	DATE	CODE		PHONE
Robert S. Lebair, Jr. <i>Robert S. Lebair, Jr.</i>	9/7/00	560		301-286-6588
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? (IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)	CONTRACTING OFFICER'S QUALITY REP.		DESIGNATED FAM:	
(X) NO ( ) YES			N/A	

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:  
Date: SEP 8 2000

Contractor will develop specification or statement of work under this task for a future project	(X) NO ( ) YES
Flight hardware will be shipped to GSFC for testing prior to final delivery	( ) NO ( ) YES (X) N/A
Government Furnished Property/Facilities	( ) NO (X) YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)
Onsite Performance:	( ) NO (X) YES If yes: ( ) TOTAL (X) PARTIAL
	If partial, indicate onsite work in SOW by asterisk (*)
Surveillance Plan Attached:	(X) NO ( ) YES
Highlighted Contract Clauses:	(to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 9/8/00.

### INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	X No. 1	No. 2	No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	10%
Schedule	15%	25%	25%	50%	45%
Technical	75%	25%	50%	25%	45%

(to be completed by Contracting Officer)

The target cost of this task order is \$ 335,830.  
 The target fee of this task order is \$ 21,517.  
 The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 357,347.  
 The maximum fee is \$ 31,448.  
 The minimum fee is \$0.

AUTHORIZED SIGNATURE:	
THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"	
<i>Theresa J. Becker</i> SIGNATURE OF CONTRACTING OFFICER	10/4/00 DATE
THERESA J. BECKER TYPED NAME OF CONTRACTING OFFICER	
CONTRACTOR'S ACCEPTANCE:	
AUTHORIZED SIGNATURE	DATE

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QSS Group, Inc.	NAS5- 99124	358	

Applicable paragraphs from contract Statement of Work:

**BACKGROUND:**

NASA's Sun-Earth Connection (SEC) Program aims to improve the understanding of the origins of solar variability, how that variability transforms the interplanetary medium, how eruptive events on the Sun impact geospace, and how they might affect climate and weather, and systems on Earth and in Earth orbit. This is the mission of the Sun-Earth Connection (including Living With a Star and Solar Terrestrial Probes) Program.

**STATEMENT OF WORK:**

- \*1.) The contractor shall provide senior instrument engineering and technical management services to perform technical management oversight of instrument suite and spacecraft design effort.
- 2.) Provide engineering services to perform independent analyses, reviews of technical design data and analyses, engineering studies, and support program reviews.
- \*3.) Provide engineering services to perform software engineering and technical management services to organize and present technical and programmatic information concerning the Sun-Earth Connection plans and activities.

This includes the following:

- coordinate, develop, edit, and produce technical presentations, reports, proposals
- create, manage and maintain a repository for technical information, results, and studies

Travel to: NRL; APL; local and non-local contractor, educational, and instrument facilities; and overseas (wx: France, Germany, and Switzerland) is required.

**PERFORMANCE SPECIFICATIONS:**

Instrument Oversight: Provide sufficient instrument oversight to track all engineering and manufacturing activities.

Program Reviews: Shall develop review schedules and agendas, and provide technical engineering support.

Engineering Services: Shall address design documentation, presentations, and information retrieval.

Technical Progress Report: Acceptable performance is that the ATR is satisfied that she is being kept informed of the status of work performed and of issues requiring her attention.

Reports and Documents: Technical performance will be based on thoroughness and completeness of written reports. Acceptable performance is that the ATR is satisfied that the material reflects the proper level of technical expertise and meets the objectives of the activity.

Management: Performance will be measured against the following metrics: (1) accomplishment of objectives; (2) clear, incremental progress; (3) responsiveness to issues; (4) efficient and appropriate staffing; and (5) coordination with and good working relationship with ATR and other related contractor efforts, if applicable.

**APPLICABLE DOCUMENTS:**

NASA Systems Engineering Handbook, NASA-SP-6105, June 1995

**TASK END DATE:** 9/30/01**MILESTONES/DELIVERABLES AND DATES:**

- |                                    |   |
|------------------------------------|---|
| 1. Instrument Peer Review Schedule | 10/31/00                                      |
| 2. Develop Review Agendas          | 2 weeks prior to review                       |
| 3. Study & Analysis Reports        | 4 weeks after completion of study or analysis |
| 4. Trip Reports (non-local travel) | 10 business days after return from travel     |
| 5. Weekly Activity Reports         | By COB Tuesday of each week                   |
| 6. Technical Progress Report       | Monthly, 15th of the month                    |

**PERFORMANCE STANDARDS:**

- Schedule:** On-time delivery/completion of the above deliverables/milestones  
**Technical:** ATR's acceptance of the above

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Abigail D. Harper, building 6, room C100